

31 July 1980

OFFICE OF FINANCE NOTICE NO. 36-80

SUBJECT: Office of Finance Federal Womens' Program

1. On 25 July 1980 Mrs. [REDACTED] Office of Finance Federal Womens' Program Representative, made the following presentation to Mr. Don Wortman, Deputy Director for Administration, at the quarterly MBO meeting.

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"The Office of Finance work force is comprised of 41% women. MF Personnel assignments range from inside the Office of Finance to outside area offices. In order to gain the necessary exposure for career development and to obtain higher rankings in the comparative evaluation for versatility, employees must be rotated to various MF assignments within the Agency. During the period October 1979 through June 1980, 39% of reassignments were women. In this same period, 26% of the positions in the decentralized offices were staffed by women, a 22% increase in two years, and 57% of the positions within Finance were held by women. During Fiscal Year 80, 66% of the recruitments were women, a 9% increase from 1978. Women received the majority of promotions given during the current year, 53%, an increase of 20% in less than two years.

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There are [REDACTED] professionals in OF. 24% are women, 4% over the EEO goal. The grade range of our professionals is 6 to 14. 46% of professional recruitment this year were women, a 50% increase from last year and of the 127 promotions to professionals, 36% were women.

16% of the GS-12's through 14's are women. The average age of the women in this range is 51, men 46. The 5 years difference may be attributed to women working 5 or more years in the clerical field before transferring to professional status or taking time off to raise a family. 12% of GS 12-14 positions outside of main Finance are women and within main Finance 18% of the positions are staffed by women.

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Of our [REDACTED] clericals on duty, 80% are women. Their grades are GS 4-9. Since 1978 there has been a 12% increase in female clericals.

During FY 80, 78% of the clerical recruitment were women and of the 61 promotions given to clericals this year, 84% were women.

In summary, through the increase in recruitment, reassignments and promotions of both professional and clerical women, the statistics indicate that the Office of Finance has and continues to improve their upward mobility for women.

My perception of the area which needs attention is "awareness."

"Awareness is the key word, not only for management but foremost the employee."

The employee must make the decision of becoming a professional and must be aware of the qualifications needed to get there or if already in a professional status the qualifications needed to move upward.

Answers to these can be obtained through the employee's own initiative but also management can be of assistance in informing employees of the qualifications needed for professional status, a general outline of the areas that employees are ranked in the comparative evaluation (and generally what is needed to improve their rankings - and make them more competitive - such as education (external and internal) and reassignment. I was informed this morning by the CMO that there is an Office of Finance Notice pending review by the Director of Finance, informing the employee of the criteria of the Comparative Evaluation System."

2. It is only through the diligent effort of employees and supervisors alike that we have made the progress indicated above in opportunities for women in the MF Career Service. We should all continue to apply the doctrine of equal opportunities for all.



Edward L. Sherman

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